**Mental Elf: Project Coordinator**

We’re hiring! The National Elf Service needs 3 part-time Project Coordinators to join our team and support us in the writing, editing and disseminating of Mental Elf blogs. This opportunity will suit a PhD student working in a mental health setting.



**Salary**

£240 per day

1 day per week (flexible)

**Start date**

ASAP

**Location**

Remote-working

**Deadline**

5pm on 13th September 2019

**Introduction**

The [National Elf Service](https://www.nationalelfservice.net) is a health blogging platform that summarises recent reliable research for professionals and patients who want to keep up to date with the latest evidence. The website has a big international audience and a large following on social media.

The most popular elf in the service is [The Mental Elf](https://www.nationalelfservice.net/mental-health/), which features 3-5 new blogs each week and facilitates a significant amount of discussion on social media. The Mental Elf provides digital services to a wide variety of clients (universities, NHS, charities, professional membership organisations). These services include the #BeyondTheRoom live tweeting service, and a variety of podcast and video production work.

Our Project Coordinators will have:

* An understanding of the importance and processes of evidence-based health care
* Enthusiasm for discussing health research online with patients, the public and other professionals

**Role and responsibilities**

1. Editing and publishing Mental Elf blogs
2. Managing the production of Mental Elf blogs (finding papers, assigning papers to bloggers, managing deadlines)
3. Scheduling social media posts
4. Planning #BeyondTheRoom live tweeting at mental health events
5. Recording and editing audio and video content

**Key requirements (qualifications and skills)**

* Excellent science writing and editing skills
* Excellent skills in critically appraising health research
* Strong social media skills (especially Twitter)
* Strong communication skills, team-working, self-directed
* Master’s Degree (or equivalent) in mental health or related subject
* Public engagement skills (ability to communicate mental health research in a clear and accessible way to the general public)
* Digital skills (e.g. blogging, social media, podcast/video production)
* Experience with the following would be useful, but are not essential: Wordpress, Basecamp, Buffer, YouTube, Twitter, Facebook, LinkedIn, Zoom or audio/video editing software.

**Job application form**

**Mental Elf: Project Coordinator**

Please complete this application form and return it with a copy of your CV to info@nationalelfservice.net by 5pm on Friday 13th September 2019.

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| Name |  |
| Email |  |
| Telephone |  |
| Your professional social media accounts |  |
| Where and what did you study? |  |
| What interests you about working for the National Elf Service? |  |
| Why do you think you are a good fit for this role? |  |